

marketing request form

|  |  |
| --- | --- |
| **Date** | Date |
| Name | Name | Department | Department |
| Email | Email | Approved by | Approved by |
| Employee ID | Employee ID | Purpose | Purpose |

### Item Requested (Check appropriate box(es) below:

#### 

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Email Blast | Social Media Post | | PDF | | Web Banner |
| Web Landing Page | Catalog/Booklet | | Product/Mkt Slick | | Tradeshow Ad |
| **Tradeshow Banner** | **Packaging** | | **Printing** | | **Flyer/Poster** |
| **Demand Generation Campaign** | | **Other: Click or tap here to enter text.** | |  |  |

**Note: If requesting a Press Release, please use press release form not this form.**

### Verticals/Companies:

|  |  |  |  |
| --- | --- | --- | --- |
| BIZ (BUSINESS) | COM (COMMUNITY | CON (CONSUMER) | ECOMM (ECOMMERCE) |
| EDU (EDUCATION) | GOV (GOV’T) | HI (DISTR. TRANS) | HI (POWER TRANS |
| HLP (LIGHTING) | MED (MEDICAL) | PR (PRESS RELEASE) | RES (RESOURCE) ) |
| WCS (WH.SALE CON.) | OTHER: |  |  |

### Products:

IS THIS PRODUCT ALREADY ON OUR WEBSITE?  YES  NO

IF YES, PROVIDE URL: Click or tap here to enter text.

NAME OF PRODUCT: Click or tap here to enter text.

PRODUCT CATEGORY:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [Computing<br> Solutions](https://www.howardcomputers.com/Category/computing_solutions.cfm)COMPUTING | [Audiovisual<br>Solutions](https://www.howardcomputers.com/Category/Audio_Visual.cfm)AUDIO VISUAL | | [Network<br>Solutions](https://www.howardcomputers.com/Category/Network.cfm)NETWORK SERVICES | [Virtualization<br>Simulation](https://www.howardcomputers.com/Category/virtualization.cfm) VIRTUAL SIMS | |
| [Physical<br>Security](https://www.howardcomputers.com/Category/physical_security.cfm) PHYS SECURITY | [Kiosk &<br>Digital Signage](https://www.howardcomputers.com/Category/kiosks.cfm) KIOSK/DIG SIGN | | [Software<br>Solutions](https://www.howardcomputers.com/Category/Software.cfm) SWARE SOLUTIONS | [Professional<br>Services](https://www.howardcomputers.com/Category/professional_services.cfm) PRO SERVICES | |
| [Everyday Accessories](https://www.howardcomputers.com/Category/Accessories.cfm) ACCESSORIES | [Vehicle<br>Solutions](https://www.howardcomputers.com/Category/vehicle_solutions.cfm) VEHICLE SOL | | [Point-of-Care<br>Solutions](https://www.howardcomputers.com/Category/pocsolutions.cfm)POC SOLUTIONS | [Telehealth<br>Solutions](https://www.howardcomputers.com/Category/telehealth_solutions.cfm) TELEHEALTH | |
| [Pro. Development<br> Teaching & Learning](https://www.howardcomputers.com/category/fusion.cfm) PRO DEV/TEACHING/LEARNING | | OTHER: | | |

|  |  |
| --- | --- |
| |  | | --- | | PRODUCT DETAILS: | |
| |  |  |  | | --- | --- | --- | | PRODUCT SPECS: |  |  | | PRODUCT FEATURES/BENEFITS:Promotion Features and Details:Explanation of Promotion:MSRP: Click or tap here to enter text. Special Price: Click or tap here to enter text.Discount: Click or tap here to enter text. Quote No: Click or tap here to enter text. Vendor Contact (For Images): Click or tap here to enter text.  Target Audience: Click or tap here to enter text.  Proposed Message or Pitch:  Call to Action for Message:  Link Product to Web  Link to PDF  Call to Buy  Other: Click or tap here to enter text. Approvals:Department Approval: Manager Name: Click or tap here to enter text. Date: Click or tap to enter a date.   |  | | --- | |  |   Manager Signature: Marketing Approval: Marketing Name: Click or tap here to enter text. Date: Click or tap to enter a date.   |  | | --- | |  |   Marketing Signature: Executive Approval: VP Name: Click or tap here to enter text. Date: Click or tap to enter a date.   |  | | --- | |  |   VP Signature: |  |  | |